CWS/CMS
Quick Reference Guide

County Help Desk Phone #:

Boulder Help Desk Phone #:

CWS/CMS
v5.2

Shortcut Keys—Standard for All CWS/CMS Applications

Print	`Ctrl`+ P	Arrange Icons	`F9`
Save to Database	`Ctrl`+ S	Activate a Drop-Down Menu	`Alt` + Underlined letter in menu name
Undo	`Ctrl`+ Z	Activate a Function in a Drop-Down Menu	Press underlined letter in function name
Cut	`Ctrl`+ X	Deactivate a Drop-Down Menu	`Esc`
Copy	`Ctrl`+ C	Activate a Button in the Control Bar or Main Window	`Spacebar`
Paste	`Ctrl`+ V	Move Forward (right) in the Control Bar	`Tab`
Remove Row	`Del`	Move Backward (left) in the Control Bar	`Shift` + `Tab`
Last Window	`Ctrl`+ L	Switch between Control Bar and Main Window	`Ctrl` + `Tab`
View Next Window	`Ctrl`+ T	Switch to a Notebook Page	`Alt` + Underlined letter on page tab
View Prev. Window	`Ctrl`+ E	Move Forward One Field	`Tab`
Close Window	`Ctrl`+W	Move Backward One Field	`Shift` + `Tab`
Close Case	`Ctrl`+ `F4`	Move Left, Right, Up, or Down within a Field or grid	`←` `→` `↑` or `↓`
Cascade Windows	`F6`	Move Up or Down within a Drop-Down Menu or List	`↑` or `↓`
Tile Windows Horizonatally	`F7`	Mark or Unmark a Check Box or Option Button	`Spacebar`
Tile Windows Vertically	`F8`	Help (context sensitive)	`F1`

CWS/CMS Control Panel Shortcut Keys

Open Caseload	`Ctrl`+ C
Open Client Services	`Ctrl`+ S
Open Resource Management	`Ctrl`+ R

Caseload Shortcut Keys

Open a Notebook	`Ctrl`+ O
Supervisor	`Ctrl`+ U
Bulletin	`Ctrl`+ B

Client Services Shortcut Keys

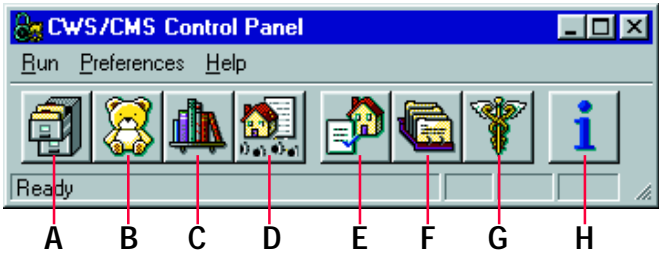|	
Create New Referral	`Ctrl`+ R
Open Existing Folder	`Ctrl`+ O
Create New Notebook	`Ctrl`+ B
Open Existing Notebook	`Ctrl`+ N
Start Search	`Ctrl`+ F
Search Again	`Ctrl`+ G
Recent Searches	`Ctrl`+ H

Calendar Functionallity

≪	<	November, 2002				>	≫
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

Years
Use the "double" Left and Right Arrows to navigate between years.

Months
Use the "single" Left and Right Arrows to navigate between months.

Days
Click on a specific day in the Calendar to select it.

CWS/CMS Control Panel

A. Caseload   E. LIS
B. Client Services   F. CDS
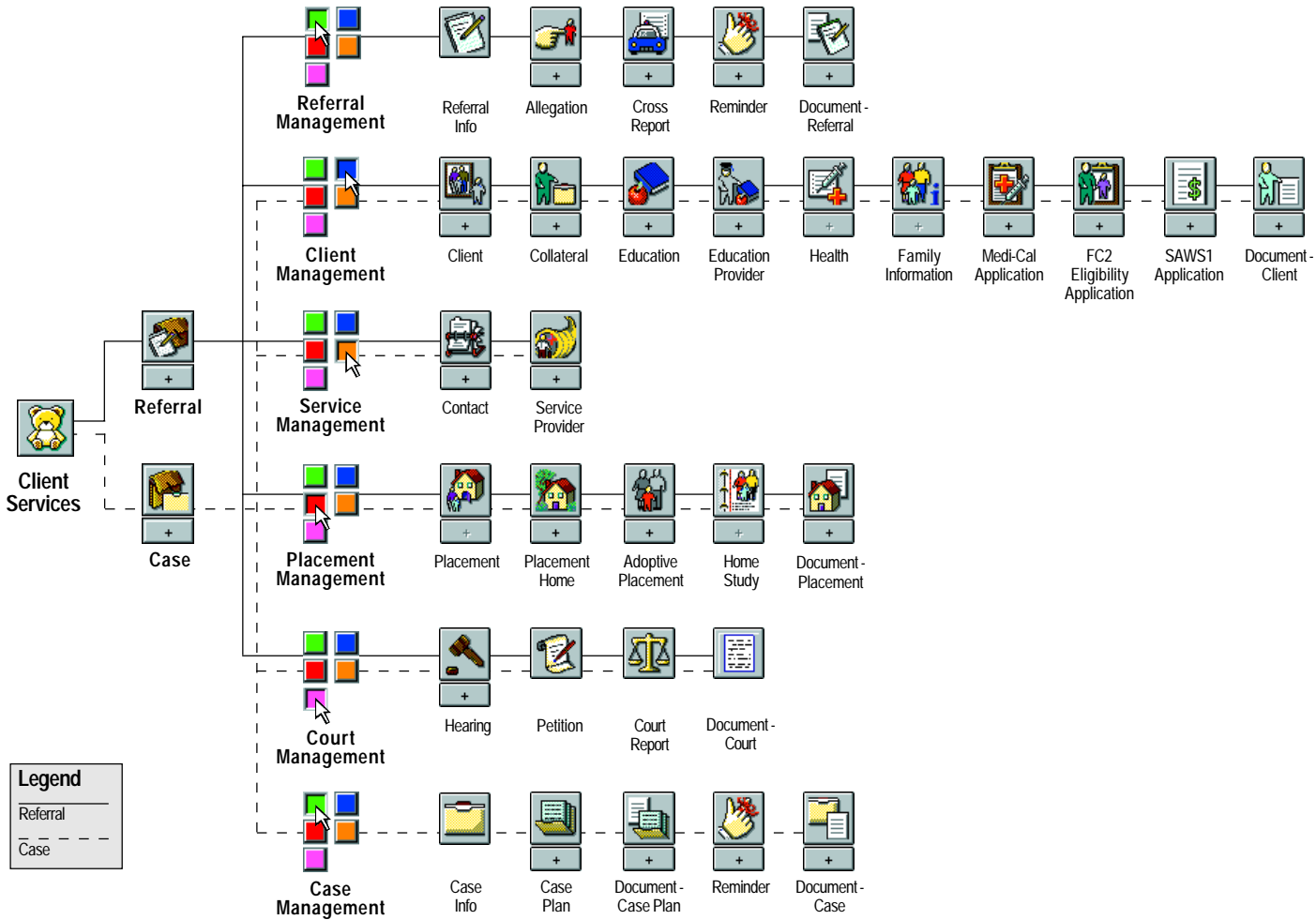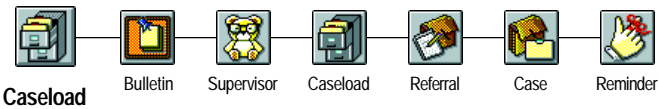C. Resource Management   G. MEDS
D. SOC 158   H. System Information

Client Services Notebook Map

Referral Management — Referral Info, Allegation, Cross Report, Reminder, Document - Referral

Client Management — Client, Collateral, Education, Education Provider, Health, Family Information, Medi-Cal Application, FC2 Eligibility Application, SAWS1 Application, Document - Client

Service Management — Contact, Service Provider

Placement Management — Placement, Placement Home, Adoptive Placement, Home Study, Document - Placement

Court Management — Hearing, Petition, Court Report, Document - Court

Case Management — Case Info, Case Plan, Document - Case Plan, Reminder, Document - Case

Client Services → Referral, Case

Legend
Referral
Case

Caseload Notebook Map

Caseload — Bulletin, Supervisor, Caseload, Referral, Case, Reminder

SOC 158 Notebook Map

SOC 158 — Client, Placement, Placement Home, Document - Placement
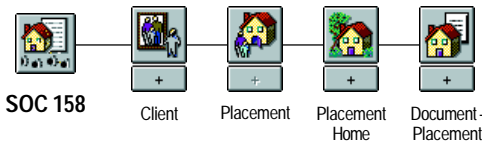
Resource Management Notebook Map

Resource Management

County Organization
- CWS Office
- Staff Person
- Assignment Unit
- Special Project

Related Organizations
- Government Agency
- Law Enforcement Agency
- Tribal Organization
- Education Provider
- ICPC Administrator
- Attorney
- Court
- Adoption Agency

Operations
- Code Table
- Template Management

Placement Facilities
- Placement Home
- County License Case
- Foster Family Agency
- Group Home Organization
- Home Study

The Application Screen

Folders
Contain sections and/or notebooks and/or pages

Sections
Contain notebooks of similar types

Notebooks
Contain pages

Title Bar
Displays case/referral name and notebook name

Page Tabs
Allow you to switch between pages

Drop-Down Menus
Contain CWS/CMS commands

Pages
Contain fields

Main Window
Contains notebook and/or folder windows and/or dialog boxes

Fields
Allow you to view/record CWS/CMS information

Scroll Bar
Scrolls screen display if page is larger than window

Status Bar
Shows status of current window

Client Services - [Case [Scotch, Mary]]

File Edit Search Action Associated Attach/Detach Window Help Toolz

Page Tabs: ID | Svc Comp | Assignment | Trans Req | ICPC-100A | ICPC-100B | Doc Tracking | Spec Proj | Closure Summary

Identification

Case Info

Case Name
Scotch, Mary

Case Number
0747-8845-9504-6001518

Start Date
08/14/2002

End Date

Projected End Date

County
Sacramento

State
California

Country
United States

Intervention

+	Reason
1	Physical Abuse
2	Sexual Abuse

Case Status

+	Status	Effective Date	End Date
1	Court Involvement	08/14/2002	

Status
- ⦿ Court Involvement
- ○ Voluntary

Effective Date
08/14/2002

End Date

Case Alerts

Ready

Case [Scotch, Mary]